

**Transportation Management Center Pooled Fund Study**  
**Member Quarterly Conference Call**  
**March 27, 2008, 1:00 PM EST**

**Minutes**

**1. Introductions and Review of Agenda**

Jeff Galas (Illinois DOT) chaired the meeting. The agenda was reviewed and introductions were made. The attendees are listed at the end of the minutes.

**2. Membership and Financial Status**

- Tom Granda (FHWA) reported that FHWA is still developing definitive guidance regarding obligating funds in the new Delphi accounting system. That direction should be finalized by the TMC PFS Annual Meeting.
- Raj Ghaman (FHWA) reported that the TMC PFS has a balance of roughly \$1.4 million. The PFS is ready to start three new projects when issues related to financial procedures are clarified. He noted that states cannot withdraw money under the new accounting system once it has been contributed to the PFS.
- Raj welcomed Meggan Simpson from Indiana DOT. He noted that there are also two other potential new members to the TMC PFS.
- It was noted that a few current members who are in arrears. Raj will contact them soon to see if they will renew membership.

**3. Project Progress Report**

Progress and status of projects were summarized in the quarterly progress report. Ming-Shiun Lee (URS) highlighted the progress of a number of projects:

Procuring, Managing, and Evaluating the Performance of Contracted TMC Services

- A draft annotated outline is being reviewed by the project team.
- A first draft of the report should be completed by the Annual Meeting. A report on the project will be given at the meeting.

Driver Use of Real-Time En-Route Travel Time Information

- This project is on schedule and should be completed by the end of 2008.
- The contractor is receiving feedback from project team members and setting up the human factors studies.
- An update on this project will be given at the Annual Meeting.

Several other projects are ready to be initiated once obligation issues are resolved, including:

- TMC Human Factors Design Guidelines: Requirements Analysis
- Integration of TMCs and Law Enforcement – Needs Assessments
- Methodologies to Measure and Quantify TMC Benefits
- Developing Travel Time Information

Ming has not solicited new project ideas from members this year because of the delays to initiating projects previously selected. He encouraged members to start thinking about potential projects or products they would like to pursue. They can either send Ming a short paragraph describing the project prior to the Annual Meeting or be prepared to discuss it at the meeting.

#### **4. 2008 TMC PFS Annual Meeting Planning**

- The next Annual Meeting will be held on July 15 & 16 at the Sheraton Music City Hotel in Nashville, TN. A block of rooms has been reserved for members. Raj thanked Ali Farhangi for his help with making arrangements.
- Ming discussed logistics for travel to the Annual Meeting. FHWA will cover members' travel, hotel, and meal and incidental expenses based on the established per diem allowance during the meeting. URS will make travel arrangements for members and will work with them to determine travel and hotel reservations that fit their schedule. Ming will send a formal invitation and details on regulations for FHWA-sponsored travel to PFS members in the next two weeks.

#### **5. Next Meetings**

- Next Quarterly Conference Call was scheduled for Thursday, May 22, 2008 at 1:00 PM EDT.

#### **6. Other Issues**

- Troy Pinkerton (Missouri DOT) asked whether the 2009 TMC PFS Annual Meeting will be held in conjunction with the International Symposium on Freeway & Tollway Operations conference in Hawaii. Raj noted that FHWA is looking at coordinating meetings with the Symposium. While states may scrutinize travel to Hawaii more than to most other locations, he thinks it would be authorized because it is a legitimate information sharing opportunity. As with other PFS Annual Meetings, FHWA would sponsor travel costs for members who attend. Troy noted that even with FHWA covering members' travel costs, some state DOTs might not authorize travel to such an exotic location. Ming will send a message to PFS members to see if it would be an issue for members to obtain travel approval to Hawaii.
- Ming will contact members to update membership rosters before the Annual Meeting.

#### **7. Adjourn**

- The conference call was then adjourned.

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**Quarterly Conference Call, March 27, 2008**  
**Attendees**

<b><u>Name</u></b>	<b><u>Representing</u></b>
Scott Nodes	Arizona DOT
Brian Hoeft	FAST
Raj Ghaman	FHWA
Tom Granda	FHWA
Jimmy Chu	FHWA
Roemer Alfelor	FHWA
Bob Koeberlein	Idaho TD
Jeff Galas	Illinois DOT
Meggan Simpson	Indiana DOT
Leslie Fowler	Kansas DOT
Todd Kramasz	Minnesota DOT
Troy Pinkerton	Missouri DOT
Jim McGee	Nebraska DOR
John Domina	Nevada DOT
John Bassett	New York State DOT
Ali Farhangi	Tennessee DOT
Jeff Benson	URS
Ming-Shiun Lee	URS